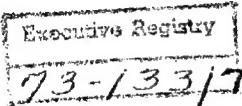


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31 JAN 1973

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Plans  
Deputy Director for Science and Technology  
Deputy Director for Support  
Deputy to the Director for the Intelligence  
Community  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

SUBJECT : Personnel Reductions for Fiscal Year 1974

1. In my memorandum of 8 January 1973, we provided Directorate personnel ceilings as approved for the FY 1974 Congressional Budget. Subsequently, you forwarded to O/PPB information on the planned distribution of this ceiling within your Directorate. On 17 January 1973 component ceiling allocations for both staff and contract personnel were provided by O/PPB. As you have previously been advised, you may make adjustments within the total ceiling assigned to your Directorate. O/PPB and D/Pers should be advised promptly of any changes you plan to make.

2. Revised staffing complements to reflect the FY 1974 year-end ceiling should be prepared for each component and submitted to the Office of Personnel not later than 15 May 1973. This will allow us to begin FY 1974 with a current position structure and clearly identified component ceiling goals to be reached by 30 June 1974. It is expected that reduced component staffing complements will be established at levels that will result in a Directorate average grade no higher than currently authorized. Exceptions will be considered only when strong justification is presented. No change in FY 1973 ceiling levels is required but you are urged to reduce on-duty strength as quickly as possible to minimize the impact on FY 1974 activities.

3. In my memorandum of 14 December 1972, I asked that you eliminate or downgrade supergrade positions in your Directorate that are in excess of authorized supergrade ceiling. I suggest that these adjustments be included in the revised staffing complements to be submitted in May 1973.

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4. Our objective of reaching reduced personnel ceilings by 30 June 1974 with minimum disruption of activities is a challenging one that will require thoughtful effort by each Deputy, Head of Independent Office and senior managers in general. As in past years, most of the reduction in ceiling will be achieved through attrition and controlled entry on duty of new employees. It is important, therefore, that recruitment plans be carefully developed to fill vacancies when critical skills are required and to provide for junior personnel essential to the long-range vitality of the Agency.

5. After submission of new staffing complements in May 1973 and preparation of recruitment plans, all components and Career Services should compare projected attrition and essential personnel gains and at least tentatively identify numbers and, if possible, individuals whom they may be unable to accommodate after 30 June 1974. This exercise should be completed not later than 1 July 1973 and a report made to the Executive Director-Comptroller on that date.

6. The hiring and promotion freeze imposed on the Agency has been removed. Promotions will, of course, be limited to the extent allowed by your Career Service Grade Authorizations. In addition, it is essential that your new hires and promotion rates be at levels that can be accommodated within the funds provided in your FY 1973 and FY 1974 budgets.



W. E. Colby  
Executive Director-Comptroller

cc: AO/DCI

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